MORD Information

Miscellaneous Obligation Reimbursement Document (MORD) AF Form 406

Objective: MORDs are used to record obligations that are known to exist, but for which the documentation to support the obligations is not yet available (e.g., utilities, communications, etc).

Document Number Prefixes:

- **OSMORD:** service provided by a commercial vendor; processed through IAPS; received through EDM; include the vendor's name, address and POC (if available) in the description
- **OGMORD:** service performed by a government agency other than DFAS-DY, by-others transaction
- **ORMORD:** for valid reimbursable orders that exist, but have not yet been received; include the issuing SPO's office symbol, address and financial POC in the description

Additional Information:

- Include a statement that all official documentation must reference the MORD #.

MISCELLANEOUS OBLIGATION/REIMBURSEMENT DOCUMENT

ACCOUNTING CLASSIFICATION			DATE PREPARED	DOCUMENT NUMBER
5743600 294 3650 000000 00000 27449F 503000 F03000			current date	generated by CCARS
FSR	PSR	DSR	FOREIGN CURRENCY	
include FSR #	include PSR #	assigned by 66 CPTS/FMF	EXCHANGE RATE	CODE
PREPARED BY (signature and title)		APPROVED BY (signature and title)		

DESCRIPTION		AMOUNT	
- include a full description of effort being funded	-NSV # & statement (if required by SPO)		
- ESC financial & technical POCs name, office symbol & phone #			
- include a statement that all official documentation must reference the MORD #	- identify accounting system		
- ORMORDs: include SPO's office symbol & address	- identify fund type		
- OSMORDs: include vendor's name, address & POC (if available)			

TRANSACTION RECORD

NAME OF CONTRACTOR/DEBTOR	DOCUMENT NUMBER (Contract/PR/PO/WO etc.)

DATE	DESCRIPTION	US DOLLARS				FOREIGN CURRENCY	
		COMM BID C	UOO/ UFO BID O/D	AEU/ FCO BID U/F	AEP/ COLL BID E/R	UNPAID BALANCE	PAID

AF IMT 406, JUL 84, V1

PREVIOUS EDITION IS OBSOLETE. REPLACES AF FORM 113, MAY 81, WHICH IS OBSOLETE.

GPC MORDS

- GPC MORDS are set up at the end of the fiscal year to cover any charges that may hit after the 13th cycle.
- Billing Officials are responsible for identifying all prior year charges on current year statements
- MORDs must be reviewed for any outstanding balances.
- If all prior year charges have been collected, any remaining balance must be de-obligated.
- If the MORD balance is insufficient to cover the charges, DFAS-LI requires an OARS (Obligation Adjustment) document attached.

Miscellaneous Obligation/Reimbursement Document (MORD), AF Form 406

General Information

DoD FMR 7000.14-R, Vol. 3, Ch 8

- **MORDs are temporary obligating documents or in some cases, are documents in lieu of an actual obligating document.**

- **MORDs temporarily record known obligations or reimbursements when the required documents to support transactions are not readily available.**

AF Form 406 - MORD

- ***Temporary*** **MORDs** record obligation evidence for documents or interface files which will not be recorded before the end of the accounting period (EOM). MORD obligation should be reversed when actual obligation is recorded.

- ***In Lieu*** MORDs are used “In Lieu” of an obligating document, such as, those used to record obligation for utilities for tenants. These type of MORDs represent the actual obligating document that may be an Inter Service Support Agreement (ISSA).

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- *End of Year* MORDs, like temporary MORDs, are used to record obligations in the Accounting system because actual obligating documents or interfaces will not be recorded before EOY closeout.
- These MORD obligations should be reversed when the actual obligation or interface file is recorded. Examples of EOY MORDs are:
  - MIPRs, WIMS/VIMS interfaces, Civilian medical transfers, Stock Fund price changes (SNUD), Civ pay awards, Travel orders, CARE, and contracts not received for MIPRs accepted as Direct fund Cite (must have contract or purchase order number as document evidence).

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- ***Negative MORDs*** **are negative obligations. Negative MORDs increase Budgetary Authority.**
- **Certifying Officials shall not authorize negative MORDs unless they have applied and received written permission from SAF/FMP (AFAFO).**
- **Refund Receivables may be established using established procedures – Must be Vendor Code 8 and do not require prior approval.**
- **YE price decreases generated by Base Supply (SNUD) may require a negative MORD. These negative MORDs do not require prior approval.**

AF Form 406 - MORD

- **Reimbursable MORDs. The same standards and requirements for recording legitimate obligations apply to Reimbursable MORDs.**
- **Reimbursable MORDs should not be used to balance a reimbursable program. MORDs are not to be used to eliminate an out-of-balance in the Reimbursement Program.**
- **Establish MORD to support accounting entries only if valid reimbursement orders exist but hardcopy documentation has not been received.**

AF Form 406 - Checklist

- **AF 406 must be prepared using ABSS, manual preparation is only authorized in case of contingency or emergency operations.**
- **Complete Accounting classification or LOA: Appropriation/FCFY/OAC/OBAN/RCCC/EEIC/BAC or BPAC or Project/etc.**
- **14 Character mandatory Standard Document Number (SDN):**

  BPN + Cal Yr. + Julian date + Document type (“M” for MORDs) + Purpose Code + two character sequential number.

AF Form 406 – Checklist Cont'd

- **FSR/PSR/DSR**
- **Prepared By: Signature, title, and contact No.**
- **Approved By: "A wet signature is required on all documents manually forwarded to DFAS. Signature must be from the same individual approving the MORD in ABSS.**
- **Title of Certifying Official designated by Comptroller/FSO. **Note, prepared by and Approved by CAN NOT be the same individual.**
- **Description: Provide as much detail as necessary to define purpose for obligated funds.**

AF Form 406 – Checklist Cont'd

- **Indicate type of MORD, i.e. Travel, Accounting, Vendor Pay, Reimbursable, etc.**

- **<u>Amount.</u> Amount can be estimated but must be sufficient for any payments on the MORD.**

  <u>NO STRAIGHT PAYMENTS ARE AUTHORIZED.</u>